

Mon	Tue	Wed	Thu	Fri
	1 Submit September BES Premium Reward Discrepancy Report (PM4405) dated 10/1 required for September Health Care Reconciliation	2 Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 10/11 Wage Pay Day Cycle 1 9/15 - 9/28 Cycle 2 9/16 - 9/29 Cycle 3 9/13 - 9/26	3 Semi-Monthly Salaried Payroll Paperwork Deadline 9/25 - 10/9, 11am PMIS Update Deadline 9/25-10/9	4
7 Distribute 3rd Qtr CIPPS Quarterly Reconciliation & Certification Notify PSB of any PMIS changes affecting 10/11 Pay for Wage Employees	8 Notify PSB of any PMIS changes affecting 9/25-10/9 Salaried Employees Bi-Weekly Wage Payroll Certification Deadline for 10/11 Wage Pay Day Cycle 1 9/15 - 9/28 Cycle 2 9/16 - 9/29 Cycle 3 9/13 - 9/26	9 Semi-Monthly Salaried Payroll Certification Deadline 9/25-10/9 CIPPS Leave Paperwork Deadline 9/25-10/9 Distribute Live Paychecks to Agy's re: Wage Pay	10	11 3rd Qtr Signed CIPPS Quarterly Reconciliation & Certification Due Distribute 3rd Party Pmt's to Agy's re: Wage Pay Distribute 3rd Party Pmt's & Live Paychecks to Agy's re: Semi-Monthly Pay Bi-Weekly Wage Employee Pay Day
14 Holiday	15 CIPPS Leave Keying Deadline - 9/25-10/9	16 Semi-Monthly Employee Pay Day Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 10/25 Wage Pay Day Cycle 1 9/29 - 10/12 Cycle 2 9/30 - 10/13 Cycle 3 9/27 - 10/10	17 Distribute 3rd Qtr VEC FC-20 Tax Returns To Agencies	18
21 Notify PSB of any PMIS changes affecting 10/25 Pay for Wage Employees	22 Semi-Monthly Salaried Payroll Paperwork Deadline 10/10 - 10/24, 11am PMIS Update Deadline 10/10-10/24 Bi-Weekly Wage Payroll Certification Deadline for 10/25 Wage Pay Day Cycle 1 9/29 - 10/12 Cycle 2 9/30 - 10/13 Cycle 3 9/27 - 10/10	23 Distribute Live Paychecks to Agy's re: Wage Pay	24 Distribute 3rd Party Pmt's to Agy's re: Wage Pay	25 Notify PSB of any PMIS changes affecting 10/10- 10/24 Salaried Employees Bi-Weekly Wage Employee Pay Day
28 Semi-Monthly Payroll Certification Deadline 10/10-10/24 CIPPS Leave Paperwork Deadline 10/10-10/24	29	30 Distribute 3rd Party Pmt's & Live Paychecks to Agy's re: Semi- Monthly Pay Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 11/8 Wage Pay Day Cycle 1 10/13 - 10/26 Cycle 2 10/14 - 10/27 Cycle 3 10/11 - 10/24	31 September Healthcare Certification Due CIPPS Leave Keying Deadline - 10/10-10/24	

All Agy's have adopted a Cardinal Bi-weekly Payroll Cycle. The Bi-weekly Payroll Cycles are as follows:

Cycle 1	122, 123, 129, 132, 140, 147, 148, 151, 152, 154, 156, 157, 161, 165, 174, 191, 194, 200, 202, 218, 222, 223, 226, 233, 238, 245, 350, 400, 402, 409, 413, 417, 423, 425, 440, 505, 506, 602, 720, 765, 778, 841, 851, 937, 938, 957, 960
Cycle 2	133, 136, 141, 143, 201, 241, 848, 948
Cycle 3	127, 146, 181, 199, 239, 403, 405, 411, 942